

PROTOCOL FOR INITIAL/PROBATION ACCREDITATION

State Program Approval and NCATE Unit Accreditation for Professional Education Units in the State of Maryland

This Protocol for Maryland initial accreditation and state program approval is in effect October 2001 through October 2006. Program review documents using NCATE standards are required as specified by NCATE. An NCATE team consisting of Maryland and national members conducts the on-site review with a state agency consultant and observer(s) from the Maryland teacher association(s).

	NCATE Requirements	State Requirements
Dates of Visit:	Semesters and years of visits are determined by NCATF and reported to the Maryland State Department of Education (MSDE). The cycle for continuing accreditation visits is every five years.	NCATE's five-year cycles for on-site review is in concert with the Maryland State Department of Education (MSDE). This concurrent review of programs using both NCATE and Maryland Teacher Education Redesign standards will result in state approval being granted for the same five-year period as NCATE accreditation.
Timelines:	NCATE's timeline by semester/year is sent to the institution three years prior to the on-site visit.	Information to prepare for the review of progress toward implementation of the Maryland Teacher Education Redesign is sent to the institution three years prior to the visit.
Preconditions (Initial Only) and Program review documents:	<p>The institution responds to NCATE's ten preconditions. Numbers 1-7 and 9-10 are sent to the NCATE office approximately 18 months prior to the on-site visit.</p> <p>In response to precondition #8, the institution must complete a curriculum portfolio for each program for which there are NCATE-approved guidelines. Five copies of each program document must be submitted to NCATE approximately 18 months prior to the visit.</p>	<p>Institutions must submit program review documents to NCATE to meet preconditions for review and to meet state requirements.</p> <p>All program reviews must be approved no later than one year subsequent to the onsite visit.</p> <p>Any programs for which NCATE does not nationally review, must be reviewed by the MSDE (State Program Report).</p>
Preconditions Report:	The Preconditions Report will be mailed to both the institution and MSDE.	A copy of the Preconditions Report is received and filed by MSDE.
Standards:	NCATE standards apply to the professional education unit. These standards are found in NCATE's Standards, Procedures, and Policies <i>for the Accreditation of Professional Education Units</i> .	<p>NCATE standards apply to the professional education unit.</p> <p>The Maryland Teacher Education Redesign provides the standards for the state review. Charts developed by MSDE document state and NCATE alignment.</p>

Institutional Report:	<p>The institution prepares a 100 page Institutional Report and responds to the four sections of the required report as outlined in NCATE's <i>Handbook for Initial Accreditation Visits</i>.</p> <p>The institution sends one copy of the institutional report and one copy of the undergraduate and graduate (if applicable) catalogue for each report to each NCATE/state team member, state consultant, other participants, and two copies to NCATE.</p>	<p>The institution prepares a 20 page <i>Redesign</i> Implementation Report and submits two copies to MSDE and one copy to each NCATE/state team member six weeks prior to the visit.</p> <p>The unit sends one copy of the NCATE Report and the Maryland Redesign Implementation Report to each member of the state team.</p> <p>Institutions may opt to write one IR based on NCATE standards with embedded state policies and performance criteria.</p>
Previsit:	<p>The NCATE chair meets with the consultant from MSDE, and the institution's unit head and/or designee to plan for the visit. This previsit occurs at the institution within sixty days of the visit.</p> <p>The team chairs should have received copies of the institution's report(s) before the previsit.</p>	<p>The State Chair, the Director of Teacher Quality, and the MSDE consultant attend the previsit and should have received a copy of the institution's report(s).</p>
Team Members:	<p>A national team is selected from NCATE's Board of Examiners (BOE). The team includes representatives from organizations of teacher educators, education professionals, and/or policy makers.</p>	<p>MSDE chooses Maryland team members who will be part of the NCATE team.</p> <p>A MSDE consultant will be assigned to the NCATE team.</p>
Team Size:	<p>An institution is assigned a five-member team if it has no programs beyond the master's; a six-member team is assigned to an institution with post-master's programs.</p>	<p>Depending upon the size of the national NCATE team, four to five Maryland trained state members are assigned to the joint team.</p>
Team Chairs:	<p>A national NCATE team member is appointed chair. The chair has overall responsibility for the joint visit.</p>	<p>The state will choose a chair who will serve as the assistant chair of the joint team and chair of the state team.</p>
Team Decisions:	<p>NCATE team members vote on whether NCATE standards are met.</p>	<p>State members of the NCATE team participate fully in team decision making and voting.</p> <p>The MSDE consultant may participate in data collection and team discussions, but does not vote on whether standards are met.</p>

Team Expenses:	The institution covers all travel and maintenance expenses for the five to six members of the NCATE team and for the team chair's previsit.	The institution covers the expenses for State/NCATE team members, with one half of their expenses reimbursed by the state, if state funds have been appropriated. MSDE covers expenses for the MSDE consultant. The teachers' association(s) cover(s) expenses for their observer(s).
Team Training:	NCATE team members will have undergone a week-long training session prior to their appointment,	State team members will have been trained by NCATE and the state prior to team assignment.
Other Team Participants: (Consultants, Representatives, Observers)	NCATE invites the state education agency (MSDE) to appoint a consultant and the state affiliates of the NEA and AFT to appoint representatives for the on-site visit. Observers from appropriate organizations may join the on-site visit. All expenses for these participants are covered by the respective agencies.	The MSDE consultant participating on a NCATE team is assigned by MSDE.
On-Site Visit:	<p>The NCATE template for on-site visits guides the conduct of the visit as outlined in the Handbook for Initial Accreditation Visits.</p> <p>An exit conference is conducted before the team departs on Wednesday. It is conducted by the NCATE chair. The institution is represented by the unit head and the coordinator of the NCATE review; the president and/or provost may also attend.</p>	The State Team Chair, the Director of Teacher Quality, and the MSDE consultant will participate in the exit interview.
NCATE Team Report:	<p>The NCATE joint team report includes the joint team's responses to six unit standards at both the basic and advanced levels, as appropriate. The report is compiled by the NCATE team chair.</p> <p>The NCATE team chair mails one copy of the report to the NCATE office and to each member of the joint team within 30 days following the visit,</p> <p>NCATE mails two copies of the report to the institution and one copy to MSDE.</p>	<p>The NCATE joint report includes the findings of the team members regarding progress toward implementation of the Maryland Teacher Education <i>Redesign</i> of Teacher Education. A state addendum report will address Component II: Extensive Internship and Component IV: Linkage with K-12 Priorities. The state report includes areas for improvement (weaknesses) which the unit needs to address.</p> <p>The State Team Chair and the State consultant mail a draft of the addendum report to the BOE chair after review and editing. After receiving the MSDE addendum report and making appropriate changes, if necessary, the BOE chair incorporates the report into the NCATE joint report.</p>

Institutional Rejoinder:	The institution submits to NCATE six copies of its rejoinder to the NCATE joint report within 30 days after receipt of the NCATE joint report.	The institution submits one copy of its rejoinder to the NCATE joint report to MSDE.
Final Action Report:	<p>Within a month after the NCATE Unit Accreditation Board takes action on the initial accreditation of the institution, NCATE sends the chief executive officer and head of the professional education unit a letter that indicates the official action: 1) accreditation; 2) accreditation with stipulations (deficiencies must be addressed within 18 months); or 3) denial. This action letter also lists all weaknesses that must be addressed annually by the institution in its report to NCATE.</p> <p>One copy of the action report is mailed to MSDE.</p>	<p>A copy of the final NCATE report is sent to the Assistant State Superintendent for Certification and Accreditation and to the Chief of Program Approval and Assessment.</p> <p>MSDE uses NCATE's accreditation evaluations and the report of state team members in making program approval decisions.</p> <p>Final approval decisions are made by the State Superintendent and are conveyed in writing to the president of the institution and the head of the professional education unit in a letter. The action may be one of the following: 1) continued state approval; 2) continued state approval with probation (requiring a full visit within 2 years); or 3) denial. This action letter also lists all areas for improvement (weaknesses) that must be addressed annually by the institution in the Teacher Preparation Improvement Plant (TPIP) report.</p>